



Career Opportunity

November 24, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

BACKCOUNTRY TRAILS CAMP *RELIEF* SUPERVISOR **FULL TIME / TEMPORARY (9 MONTHS)**

SALARY

\$4,634 - \$5,755

FINAL FILING DATE

DECEMBER 10, 2016

POSITION LOCATION

STATEWIDE

RPA #16-1111

QUESTIONS ABOUT THE JOB

KARLSON HUBBARD

(707) 601-6678

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

Candidates who receive a conditional offer of employment will be required to complete the following pre-employment requirements prior to being appointed:

- **Class B License** – Provide evidence that a Class B license with a Passenger Transport Vehicle special endorsement has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigations (FBI).
- **Medical Exam** - A medical clearance exam is required for this classification.

Duties: Under the direction of the Backcountry Trails Program Director, the Backcountry Trails Camp Relief Supervisor will serve as a Relief Supervisor to assist with training, development and support of Backcountry Trail Camp Supervisors. The employee will perform the following duties.

Provide logistical and technical support and assistance to Backcountry Trail Camp

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

Supervisors and their crews throughout the Backcountry season. This support will include visiting supervisors and their crews in the field to assess and provide feedback on crew strengths, challenges, and level of technical ability. Assist with documentation and investigation of disciplinary and safety incidents and make recommendations to Program Director. Evaluate relationship between the CCC and sponsor representatives and provide feedback to Program Director.

Function as a relief supervisor and perform the duties of the Backcountry Trail Camp supervisor which will include: Working with sponsor representatives to supervise, train, evaluate, counsel and motivate corpsmembers both on work projects and in camp. Ensure the health and safety of all crew members during work and off work activities and enforce all CCC safety policies. Document, investigate and instituted disciplinary procedures up to and including separation. Submit weekly project safety reports. Submit all required workers compensation paperwork on time. Complete and submit all required procurement, vehicle, personnel, and education paperwork and reports. Supervise Backcountry corpsmember interns.

Assist Backcountry Program Director with conducting pre-season Sponsor/Supervisor training. Assist with corpsmember orientation and training which will include taking a lead role in scheduling, teaching and providing necessary logistical support.

Assist Backcountry Program Director with the coordination of corpsmember recruitment efforts. Plan, organize, and facilitate program recruitment presentations and dissemination of program recruitment materials throughout the CCC and other state and local corps programs, as well as with prospective Internet hires. Assist in interview, selection and placement of applicants.

Assist with purchasing uniforms, equipment, and tools to prepare for the season. Arrange for vehicle maintenance and repairs as needed to ensure safe transport of crews. Assist with all other technical and logistical support duties of the program as needed.

Assist with the planning, preparation and carrying out of the end of the season program debriefing.

Must be able to live and work for up to six months in a primitive camp isolated from communities and be able to hike up to 20 miles a day carrying 40 to 60 lbs. of weight.

Special Requirements: Up to two years experience in organizing, instructing, supervising, and evaluating six or more people, ages 16-25, in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for discipline, direction and welfare of the persons involved.

Who May Apply: Appointments to this class are made under temporary authority and are limited to no more than nine months of full-time equivalent work. No permanent appointment will be made. All applications will be screened and only the most qualified will be scheduled for interview. Cal Works' recipients will be given hiring priority.

Please indicate RPA 16-1111 in the job title section of your State application.

We anticipate this position to be filled by January 16, 2016.